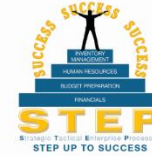




# JOB AID

## Creating a Requisition

Cook County Government



### Purpose

This job aid is a process guide to create and process a Requisition in the Oracle eBusiness System and to highlight the changes from previous processes and forms. The main difference with requisitions and Purchase Orders (PO) for most goods and services going forward is that it can be completed and approved and the PO made directly with the Supplier using Oracle. Offices (Bureaus, Agencies & Departments) are authorized to spend the budget which is loaded in the system. The budget is available and updates as transactions occur which enables Requisitioners and Approvers to make sure the current remaining budget is checked for funds (Funds Check) before a purchase is approved. Funds Check functionality also allows people to complete purchases without going through Procurement or experiencing budget hold delays on POs.

This Job Aid will highlight the policies and business rules among the different types of Requisitions as they are defined in Oracle:

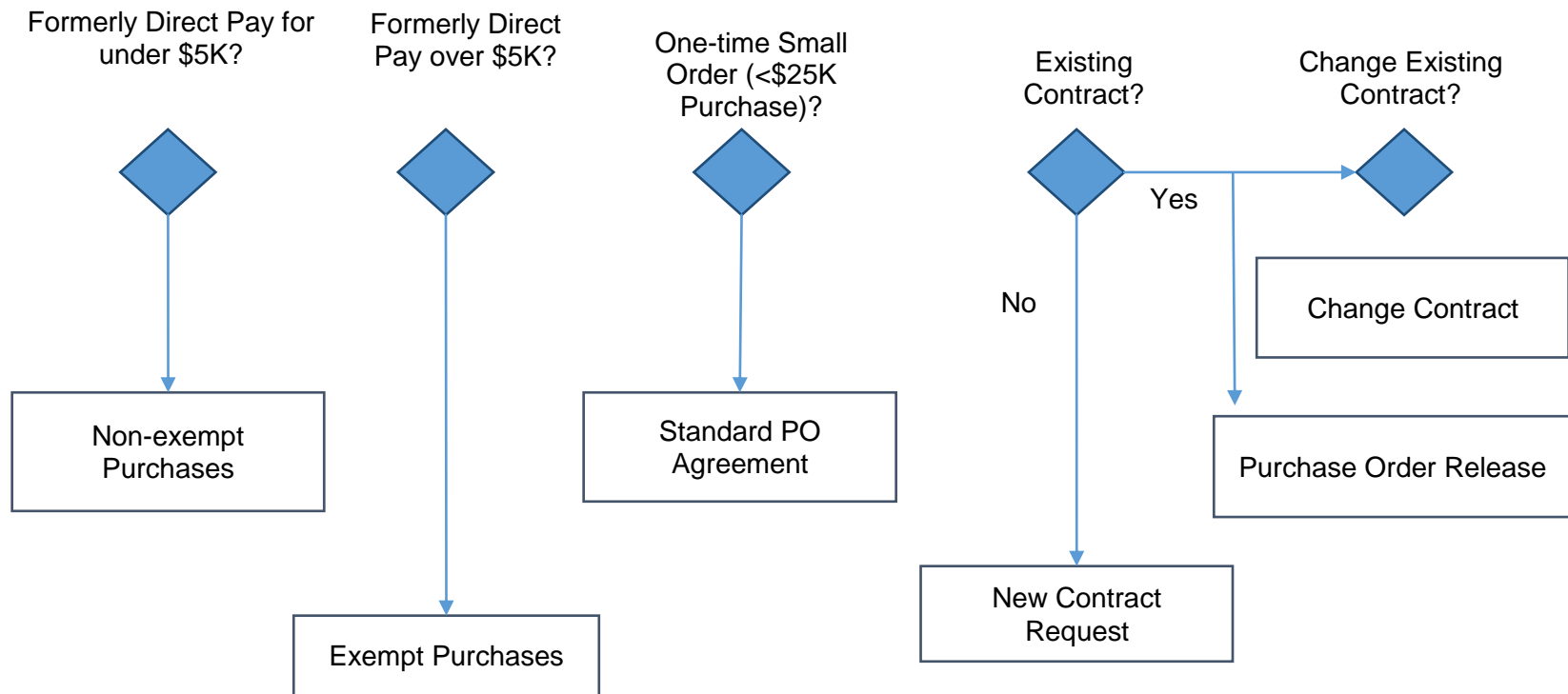
1. Requisition Exempt Purchases
2. Requisition Non-Exempt Purchases
3. New Contract Request (over \$25K)
4. Standard Purchase Order Agreement (less \$25K)
5. Change Existing Contract

} Exempt and Non-Exempt Purchase request processes follow the same steps and are approved within offices.

} Contract and Standard Purchase Order Agreement requests go through the Procurement team to be completed.



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Type	Description
<b>Non-Exempt Purchases</b>	Petty cash purchases. Limited to \$5K per department per supplier per fiscal year. Used to purchase “day to day” specialty goods that you cannot purchase off of a regular contract. (Used to be direct pays)
<b>Exempt Purchases</b>	Used to purchase goods and services such as rent, utilities, legal and services. The UNSPSC code associated with the good or service will determine the classification of the requisition. No limit on value of Exempt Purchases. (Used to be direct pays)
<b>Standard Purchase Order (less \$25K)</b>	Used for “one-time” purchases. Typically used for small amounts of commodities/small service contracts or maintenance on a piece of equipment.
<b>New Contract Request (over \$25K)</b>	Used for long-term agreements with a specific vendor against which releases will be issued as purchases are made.
<b>Change Contract</b>	Update to an existing agreement with vendor. Changes can include price, quantity or total value or to extend contract term.
<b>Purchase Order Release</b>	Purchase order which is issued (i.e., released) against an existing contract (Blanket Purchase Agreement). The release consumes a portion of the total contract value.

### **Additional Resources**

1. Access [role/s] Training Materials at the Knowledge Center <http://z9xupkap01.ccounty.com/KCenter>
2. Training Manuals are also available. Please contact Ebonie Taylor at [ebonie.taylor@CookCountyIL.gov](mailto:ebonie.taylor@CookCountyIL.gov)



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## **Operating Units**

The Oracle EBS system is structured by Cook County Government's four operating units. Acronyms for those units are frequently seen as you work in the system. Each user will be logged into the Operating Unit assigned to you. They are:

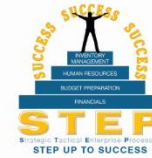
- CCP – Cook County Primary (Offices Under the President, and those Elected Offices not Listed Below)
- CCT – Cook County Treasurer
- CCH – Cook County Hospitals
- CCF – Cook County Forest Preserve



## Job Aid



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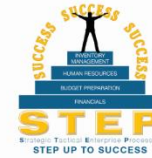
THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
NON-EXEMPT PURCHASES		
<b>Step 3 – Complete the Non-Exempt Purchase in Oracle</b>		
<p>The Non-Exempt Purchase process is defined as purchases that are less than \$5,000. These purchases are limited to spending \$5,000 with a single vendor in a single year.</p> <p>Non-Exempt Purchases are used to purchase items such as office supplies, uniforms and tools.</p>	<ul style="list-style-type: none"><li>• The next step is to select an UNSPSC code from a drop down box contains several choices by number and description. (See embedded “UNSPSC Commodity Codes” at the bottom of this document).</li><li>• Enter % (wildcard) and a few numbers or characters to narrow down the list to find the code you’re seeking.</li><li>• Complete the line information including Units of Measure, Quantity, Price &amp; Supplier information and all highlighted fields.</li><li>• Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.</li><li>• Click Save, close the Distributions pop up.</li><li>• Click Approve.</li><li>• Auto-approves the Requisition and turns it into a Standard Purchase Order. Routes the transaction for receiving in the system.</li></ul> <p><b><i>Congratulations! You’ve completed a Non-Exempt Purchase and your order will be fulfilled according to terms with the Supplier.</i></b></p>	



## Job Aid



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## EXEMPT PURCHASES

### Step 3 – Complete the Exempt Purchase Request in Oracle

Cook County is moving to a requisition process that allows Offices to make purchases with the budget funds available.

The Exempt Purchase process replaces the 29A form process and requires that Purchase Orders are in place for invoices to be processed.

Vendor invoices that were sent with the 29A to Comptroller for payment will now begin with creating a Requisition first. (See steps to the right).

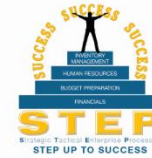
- Complete the line information including Units of Measure, Quantity, Price & Supplier information.
- Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.
- Click Save, close the Distributions pop up.
- Click Approve.
- Auto-approves the Requisition and turns it into a Standard Purchase Order. Routes the transaction for receiving in the system.

***Congratulations! You've completed an Exempt Purchase and your order will be fulfilled according to terms with the Supplier.***





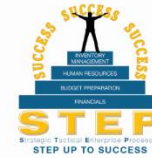
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THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
STANDARD PURCHASE ORDER AGREEMENT		
Step 1 – Login to Oracle to create a Standard Purchase Order		
<p>The process to create a Requisition in the Oracle system is the same for the different types of Requisitions. The system has some variations in the work flow, based on the type of Requisition selected when starting. Automated business rules and workflow in the system support County policies for the type of request are also built in the system.</p>	<ul style="list-style-type: none"><li>• Login to the Oracle system and select PO Requisition Processor responsibility.</li><li>• Click Requisitions folder, then Requisitions link to open the Oracle Requisition form. (See screen shot)</li><li>• Creation of a Requisition starts from this screen. (See screen shot)</li></ul>	<p><b>Requisition Workbench</b></p>
Step 2 – Select Requisition Type		
<p>The type of request field selected in Oracle dictates the approval process, which is defined by policy and business rules built into the system for each kind of requisition. The system will move you through fields based on the type of request you select in the Requisition header section.</p>	<ul style="list-style-type: none"><li>• The type of request field is mandatory (see screen for location). Type in the box one of the following:<ul style="list-style-type: none"><li>○ <b>Standard Purchase Order Agreement</b> – under \$25K</li></ul></li></ul>	<p><b>Description Field Location</b></p>



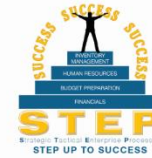
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THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
<b>STANDARD PURCHASE ORDER AGREEMENT</b>		
<b>Step 3 – Complete the Standard Purchase Order in Oracle</b>		
<p>Offices can be assured that they are spending within their budget because the system updates the available budget funds with every transaction. Funds Check is Oracle system functionality that is available at multiple steps in the process; request and approvals. Funds check eliminates the need for budget holds to be placed on purchases.</p>	<ul style="list-style-type: none"><li>• Complete the line information including Commodity Code, Units of Measure, Quantity &amp; Estimated Price information.</li><li>• Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.</li><li>• Click Save, close the Distributions pop up.</li><li>• Click Approve.</li><li>• Once your requisition is complete and sent for approval, your requisition will automatically route to the Department Manager assigned to approve your requisitions.</li><li>• After your requisition is approved, Procurement manages the bid and PO Agreement process with a vendor. Once PO is approved, users will follow the same process in Prodagio as they do today.</li><li>• You will receive the goods according to the terms of the Supplier.</li></ul> <p><b><i>Congratulations! You've completed a requisition and your order(s) will be fulfilled according to terms with the Supplier.</i></b></p>	



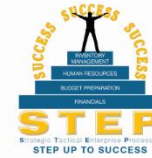
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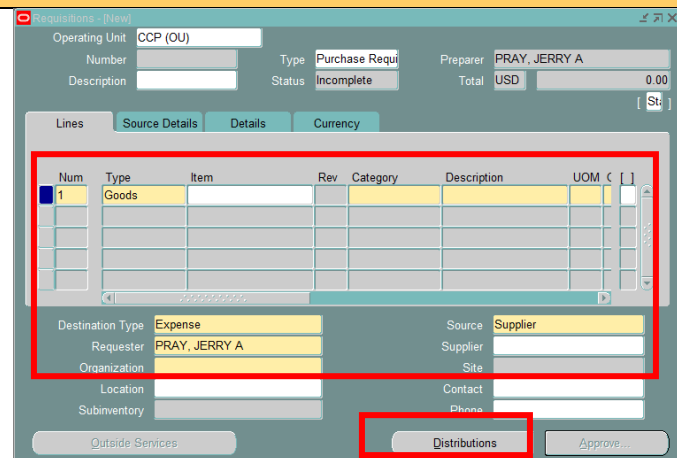


THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
NEW CONTRACT		
Step 1 – Login to Oracle to create a New Contract		
<p>The process to create a Requisition in the Oracle system is the same for the different types of Requisitions. The system has some variations in the work flow, based on the type of Requisition selected when starting. Automated business rules and workflow in the system support County policies for the type of request are also built in the system.</p>	<ul style="list-style-type: none"><li>• Login to the Oracle system and select PO Requisition Processor responsibility.</li><li>• Click Requisitions folder, then Requisitions link to open the Oracle Requisition form. (See screen shot)</li><li>• Creation of a Requisition starts from this screen. (See screen shot)</li></ul>	<p><b>Requisition Workbench</b></p>
Step 2 – Select Requisition Type		
<p>The type of request field selected in Oracle dictates the approval process, which is defined by policy and business rules built into the system for each kind of requisition. The system will move you through fields based on the type of request you select in the Requisition header section.</p>	<ul style="list-style-type: none"><li>• The type of request field is mandatory (see screen for location). Type in the box one of the following:<ul style="list-style-type: none"><li>○ <b>New contract</b> – routed through Procurement</li></ul></li></ul>	<p><b>Description Field Location</b></p>



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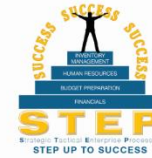
THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
<b>NEW CONTRACT</b>		
<b>Step 3 – Complete the New Contract Request in Oracle</b>		
<p>Offices can be assured that they are spending within their budget because the system updates the available budget funds with every transaction. Funds Check is Oracle system functionality that is available at multiple steps in the process; request and approvals. Funds check eliminates the need for budget holds to be placed on purchases.</p>	<ul style="list-style-type: none"><li>• Complete the line information including Commodity Code, Units of Measure, Quantity &amp; Estimated Price information.</li><li>• Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.</li><li>• Click Save, close the Distributions pop up.</li><li>• Click Approve.</li><li>• Once your requisition is complete and sent for approval, your requisition will automatically route to the Department Manager assigned to approve your requisition.</li><li>• Once PO is approved, users will follow the same process in Prodagio as they do today. Procurement manages the quote and PO Agreement process with a vendor.</li></ul> <p><b><i>Congratulations! You've completed a New Contract request!</i></b></p>	



# JOB AID

## Creating a Requisition

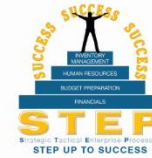
Cook County Government



THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
CHANGE EXISTING CONTRACT		
Step 1 – Login to Oracle to Change an Existing Contract		
The process to create a Requisition in the Oracle system is the same for the different types of Requisitions. The system has some variations in the work flow, based on the type of Requisition selected when starting. Automated business rules and workflow in the system support County policies for the type of request are also built in the system.	<ul style="list-style-type: none"><li>• Login to the Oracle system and select PO Requisition Processor responsibility.</li><li>• Click Requisitions folder, then Requisitions link to open the Oracle Requisition form. (See screen shot)</li><li>• Creation of a Requisition starts from this screen. (See screen shot)</li></ul>	<p><b>Requisition Workbench</b></p>
Step 2 – Select Requisition Type		
The type of request field selected in Oracle dictates the approval process, which is defined by policy and business rules built into the system for each kind of requisition. The system will move you through fields based on the type of request you select in the Requisition header section.	<ul style="list-style-type: none"><li>• The type of request field is mandatory (see screen for location). Type in the box one of the following:<ul style="list-style-type: none"><li>○ <b>Change existing contract</b> – routed through Procurement</li><li>○ Enter Existing Contract number.</li></ul></li></ul>	<p><b>Description Field Location</b></p>



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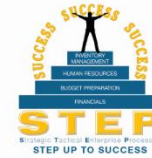


THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
<b>CHANGE EXISTING CONTRACT</b>		
<b>Step 3 – Complete the Change Existing Contract Request in Oracle</b>		
<p>Offices can be assured that they are spending within their budget because the system updates the available budget funds with every transaction. Funds Check is Oracle system functionality that is available at multiple steps in the process; request and approvals. Funds check eliminates the need for budget holds to be placed on purchases.</p>	<ul style="list-style-type: none"><li>• Select the contract you would like to change. Click on the (...) button to see the entire list.</li><li>• Complete the line information including the Units of Measure, Quantity &amp; Estimated Price information.</li><li>• If the contract change is an extension of time, you still need to put in a value of .01.</li><li>• Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.</li><li>• Once your requisition is complete and sent for approval, your requisition will automatically route to the Department Manager assigned to approve your requisitions.</li><li>• Once the requisition is approved, users will follow the same process in Prodagio as they do today. Procurement manages the modification process with the vendor.</li></ul> <p><b><i>Congratulations! You've completed a requisition and your order(s) will be fulfilled according to terms with the Supplier.</i></b></p>	





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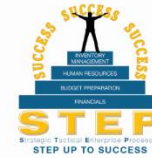
THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
<b>PURCHASE ORDER RELEASE</b>		
<b>Step 1 – Login to Oracle to create a Purchase Order Release</b>		
<p>Purchase Order Releases have a similar workflow to Requisitions.</p> <p>Automated business rules and workflow in the system support County policies for the type of request and have been built in the system.</p>	<ul style="list-style-type: none"><li>• Login to the Oracle system and select PO Requisition Processor responsibility.</li><li>• Click Requisitions folder, select Purchase Order/Releases</li></ul>	<p><b>Requisition Workbench</b></p>
<b>Complete the Purchase Order Release in Oracle</b>		
<p>Offices can be assured that they are spending within their budget because the system updates the available budget funds with every transaction. Funds Check is Oracle system functionality that is available at multiple steps in the process; request and approvals. Funds check eliminates the need for budget holds to be placed on purchases.</p>	<ul style="list-style-type: none"><li>• Select the BPA or contract number (PO, Rev field) from which you want to perform a release.</li><li>• Enter the contract line you want to create a release against.</li><li>• Fill in the quantity and price fields for your release.</li><li>• Click the Distribution button and generate the Charge Accounts. Verify that the auto-populated Account is correct.</li><li>• Once your release is complete and sent for approval, your release will automatically check for funds and the contract will get updated.</li><li>• Your Department Approver will approve the release, and you will receive a notification once this has been completed.</li></ul> <p><b><i>Congratulations! You've completed a release and your order(s) will be fulfilled according to terms with the Supplier.</i></b></p>	<p><b>Releases - [New]</b></p>



# JOB AID

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THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
<b>RECEIVING</b>		
<b>Step 1 – Complete the Receiving in Oracle</b>		
<p>Purchasing lets you control the items you order through receiving, inspection, transfer, and internal delivery. You can use these features to control the quantity, quality, and internal delivery of the items you receive.</p>	<ul style="list-style-type: none"> <li>• Login to the Oracle system and select PO Receiver responsibility.</li> <li>• Click Receiving folder, then Receipts link to open the Oracle form. (See screen shot)</li> <li>• Select the appropriate organization from the list (see screen shot).</li> </ul>	
<b>Step 2 – Find PO to receive</b>		
<p>You will need to locate the PO for the goods you are receiving.</p>	<ul style="list-style-type: none"> <li>• Enter the purchase order number you want to enter a receipt against and click Find.</li> </ul>	

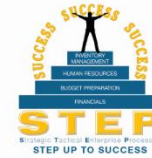




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## Creating a Requisition

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### Step 3 – Select the lines to receive

- The Receipt header will be displayed.
- Move the header window to view the line details.

- Use the check-boxes on the left to select the line or lines being received. You can select multiple lines and create one receipt of goods.



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## Creating a Requisition

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### Step 3 – Select the lines receive, *cont.*

- Click the Save button.
- You have completed receiving when you see an auto generated receipt number in the header window.
- Close or proceed with receiving against additional purchase orders.

The screenshot shows the 'Receipts (108)' window with a table of lines and a summary section.

Quantity	UOM	Secondary Quantity	UOM	Destination Type	Item	Rev	Description
1	DOLL			Expense		2016080320160803	C
1	DOLL			Expense		2016090220160902	C
1	DOLL			Expense		2016090220160902	C
1	DOLL			Expense		2016090220160902	C
1	DOLL			Expense		2016090220160902	C
1	DOLL			Expense		2016100320161003	C
1	DOLL			Expense		2016100320161003	C

Operating Unit: CCP (OU)  
Supplier: MIDWEST ORTHOPAEDICS @ RUSH L  
Item Description: 2016090220160902  
Destination: CCG - Corporate Office-BUTLER, KANAW  
Header Receiver Note:  
Shipment Receiver Note:

Order Type: Standard  
Order: 70000000007  
Due Date:  
Hazard:  
UFI Number:  
Routing: Direct Delivery

Lot: Serial    Cascade    Express    Header

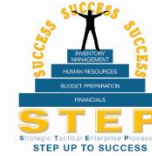
Unsaved    Clear    Find

Receipt Summary:

Receipt: 800000003  
Receipt Date: 08-DEC-2016 14:30  
Shipped Date:  
Waybill Available:  
Bill of Lading:  
Received By: PRAY, JERRY A  
Supplier: MIDWEST ORTHOPAEDICS @  
Comments:



## JOB AID Creating a Requisition Cook County Government



### THE BUSINESS PROCESS

#### Requisition Approvals

When sending for Approval, the Oracle system automatically:

- Alerts the Requisition Processor if a contract exists on Non-Exempt purchases and allows users to process a release off that contract.
- If the Requisition amount plus open invoices is greater than \$5,000 to the same vendor for the fiscal year, the system will reject the Requisition for Non-Exempt Purchases only.
- Checks the value of the requisition to make sure the amount is budgeted for the department.
- For the CCP Operating Unit, the Department Manager is the first approver, and if more than \$1 million, the Bureau Chief is the additional approver.
- For the CCH Operating Unit, the Purchase Order Manager approves amounts more than \$150,000. Additional approvals are required if up to \$500,000 by the Comptroller and by the Bureau Chief if more than \$500,000.
- The CCF Operating Unit will have its own Job Aid to outline their purchasing process and business rules.

Descriptions of Requisition Types:

- Requisition Exempt Purchase replaces Direct Payments – Purchase Orders are created and the system auto-approves the purchase which then goes to the person in your office receiving the goods or services in the system. Examples of this purchase are those that do not require a contract and include legal services, professional certifications, utilities, etc. The payment process is detailed in the “Job Aid\_Invoicing”, which is available on the STEP portal, STEP.cookcountyiil.gov.
- Requisition Non-Exempt Purchase replaces Direct Payments – The process does not change from the Standard Purchase Order Agreement process. The business rules for these purchases are the same as exist today which is that you can't spend more than \$5,000 with the same vendor in the same Fiscal Year.
- New Contract Request (over \$25K) – Initiate creation of a Requisition in the Oracle system to obtain approval to create an RFQ (Request for Quote). The RFQ and Contracting processes are managed by the County Procurement Department. Once the Contract is active, PO releases are created against the Contract which do not require approval from Procurement.
- Standard Purchase Order Agreement (new contract less than \$25,000) – the most common examples of this type of purchase are maintenance, repairs, etc.
- Blanket Purchase Agreement, Standard Purchase Order Agreement, and Modification to Existing Contract – The process for these types of agreements are routed through the County Procurement Office. The key in the Oracle system is to select the correct type of purchase requested.

#### UNSPSC Commodity Codes:



UNSPC Commodity  
Codes.docx